

**Minutes From a Meeting of the Concordia Council on
Student Life**
Held on Friday, October 8, 2004
SGW Campus Hall 769 10:00am

PRESENT: Mr. R. Côté, Acting Chair, Ms J. Hackett, Acting Secretary, Ms A. Beck, Ms M. Drew, Mr. D. Gardhouse, Ms Dania Fawaz, Ms Heather Fussell, Ms A. Ghadban, Dr. S.M. Graub, Ms M. Gruber, Mr. B. Hamideh, Dr. N. Howe, Mr. F. Janmohamed, Ms Susie Jones, Ms L. Lipscombe, Mr. O. Moran, Ms S. Novembre, Ms A. Reid, Mr. P. Schiefke, Dr. F. Shaver, Ms K. Sheahan, Ms C. Boujaklian, Mr. W. Curran, Ms P. Posius, Ms L. Toscano

ABSENT WITH REGRETS: Ms K. Hedrich,

ABSENT: Mr. J. Brisebois, Mr. K. Fox

1. APPROVAL OF AGENDA

Dr. Graub, seconded by Ms Novembre, made a motion to approve the agenda.

A motion to approve the agenda was carried unanimously

2. REMARKS FROM THE CHAIR

Mr. Côté welcomed everyone to the first meeting of CCSL. He explained that normally the Dean of Students is the Chair of CCSL. In the interim, until a Dean is appointed, he has been asked assume that role. He suggested a “tour de table” to introduce the new members at Council.

Mr. Côté noted that the Director positions in Support Services and Financial Aid were currently vacant. He explained that, in the interim, Ms Ghadban, Support Services and Mr. Gardhouse, Financial Aid, would be the department delegates with voting privileges.

Mr. Côté briefly gave an overview of the reorganization of Student Services which occurred over the summer. He explained that The Dean of Student is no longer the administrative head of student services and continues to report directly to the Vice-President, Services. Services such as Multi-Faith Chaplaincy, Legal Information Services and the Advocate Program, which previously fell under the jurisdiction of Advocacy &

Support Services, now are part of the Dean of Students Office. The remaining services in that area, International Students Office, Office for Students with Disabilities and the Centre for Native Education, now form the department of Support Services. Support Services, along with Counselling & Development, Financial Aid and Health Services fall under the jurisdiction of Enrolment & Student Services. Mr. Côté explained that he is the Executive Director of this new area which reports directly to the Vice-President, Services.

The revised mandate and authority of CCSL as approved by BOG was distributed to Council. Mr. Côté explained that the recent structural changes to Student Services necessitated some minor revisions. Mr. Côté also reiterated that the mandate and role of CCSL remains unchanged in terms of its relationship with Student Services. Student Services and the Dean of Students Office budgets will continue to be approved by CCSL as will the establishment and recommendation to the Board of Governors of the Student Services fee. The Director, Advocacy and Support Services was changed to the Director, Support Services. As the Dean of Students has membership on CCSL and as the position of Director of Student Life Relations has never been filled, this vacant position was changed to the Executive Director, Enrolment & Student Services. This change allowed Mr. Côté as "head" of Student Services to be a member of CCSL.

APPROVAL OF MINUTES FROM THE MEETING OF April 2, 2004

A motion to approve the minutes was made by Mr. Hamideh, and seconded by Ms Novembre.

The motion was carried unanimously

4. BUSINESS ARISING FROM THE MINUTES

There was no business arising.

5. REPORTS AND ITEMS OF INFORMATION

5.1 Student Services Directors Reports (Winter 2004)

Mr. Côté noted that the Winter 2004 Directors' CCSL reports are normally distributed at the May 2004 meeting. However, as that meeting was cancelled, the reports are distributed now for Council's information. He asked if there were any questions or issues to be addressed.

Mr. Côté took the opportunity to explain that a number of our students experienced difficulty in receiving financial aid because of delays in disbursement of government student assistance. More emergency loans were issued which greatly helped those students in need

Mr. Janmohamed asked what was the Financial Aid's position with respect the changes in the government funding for loans & bursaries. There was no formal university position, Mr. Côté explained that what had changed was the ratio of loan funding versus the grant funding. As the funding for loans increased, the funding for grants decreased. Students who receive both a loan and a bursary will still receive the same amount of assistance. Even though, the students will have the same amount of "money in their pockets", their debt load will increase. This may not have been the best solution but this is the government's way of containing deficits.

5.2 Student Services Year-end Statement 2003-2004

The year-end statement was distributed for Council's information. Mr. Côté explained we are in year two of a three-year budget cycle and we are "on track". He explained that the Dean of Students deficit was due to the year-end variance being charged as an expense to that department. He noted that there was no increase to the student services fee of \$6.90 a credit for the current three-year budget cycle (2003-2006).

5.3 Recreation & Athletics Year-end Statement 2003-2004

Ms Sheahan was extremely proud of the strides the department had shown this past year. Even with the shortfall in student fee and government grant revenue, the department showed a year-end credit of \$460.00.

Mr. Côté reiterated the importance of the FTE count with respect to the Student Services approved budget. He will keep Council apprised of any changes that will affect the student services revenue base.

6. STUDENT LIFE ISSUES

Ms Posius gave an update on the emergency meal plan program. She explained that this was an initiative started last year in collaboration with Chartwells to ensure that our students do not go hungry and that students are aware of the resources available to them. She noted that several members of CCSL were involved with this process. Approximately \$30,000 has been raised with assistance from the CSU, Alumni, the President's Office, Financial Aid, Vice-President, Services and private

donations. "Food Coupons" will be available at the following areas: CSU, Financial Aid, Health Services, R&A and the President's Office. In addition Mr. Moran has designed an extremely helpful booklet explaining what is available on and off campus to students in need of assistance. Although the printing of the "food coupons" is delayed until next week, she asked that any emergencies be referred to her directly and she will arrange for assistance.

Ms Posius said in collaboration with Chartwells, there would be "recycling stations" at each of their locations. In addition there are plans for a composting program.

Ms Posius spoke briefly about the new photocopiers on campus. The default to double-sided copies has resulted in reduced paper usage and cost. As students who do not use the double-sided option will now pay a premium, she encouraged professors to be accepting. Mr. Hamideh indicated that a recommendation had been made to Senate to accept double-sided copies. Ms Posius also said there would be a saving if students did not have to double or triple space their papers. Ms Fussell indicated that her department had accepted emailed papers from students. Dr. Shaver welcomed the double-sided initiative and did not see it as problematic at all. However, she explained that papers had to be double-spaced in order to ensure that professors had adequate space to write their comments. Dr. Shaver indicated she would not accept papers by email unless there were strong extenuating circumstances.

Ms Toscano informed council that MUCTC would be in the atrium of the Library Building next week to take pictures for the student reduced fare passes.

Mr. Curran indicated that he was considering the option of keeping the Library open for 1 hour later at night. Mr. Janmohamed expressed appreciation for this extension of hours and asked him to please go ahead. Mr. Curran also reminded Council that the Library would once again be open 24hrs during the examination period. He will provide information on those dates at the next CCSL meeting.

Mr. Janmohamed expressed disappointment that the Director of Security was not present as he wished to discuss the issue of student events and the rising security costs. Although he appreciated the fact that it is important to ensure the safety of the community he felt it was also important to review the process for security at events and see how costs can be kept affordable. He felt there was very little information on the

procedure Security follows to assess a situation. Mr. Hamideh added that the system of having to obtain security approval before a request could be submitted to Conference Services was inefficient and often resulted in delays. Ms Posius agreed there were problems with the current system and confirmed that process was being reviewed. Mr. Janmohamed asked for the membership of the Events Management Committee. Mr. Côté offered to provide Council with the membership and the mandate for the next CCSL meeting. Mr. Côté said that the Director of Security would be informed that this issue would be on the agenda of the next meeting and ask that Mr. Brisebois be in attendance.

Mr. Hamideh asked if there has been appointment of a Dean of Students. Mr. Côté confirmed that the Vice-President, Services is actively working at filling the position and that an announcement is expected shortly.

Mr. Côté suggested that a way Council could be more pro-active and effect positive change for student life would be to select two or three student life issues at Concordia that Council wished to enhance or improve. He asked that Council give serious thought to this idea and come back to the next CCSL meeting with suggestions. Mr. Moran felt strongly that the non-smoking issue could be better addressed. He felt that there were initiatives and information for staff and faculty but that visible, prominent information for students has been neglected. He asked that the possibility of installing permanent display cases dealing with smoking cessation be explored. These display cases could be installed at the various strategic locations on the SGW and Loyola campus where students congregate to smoke. Mr. Côté thanked Mr. Moran for his suggestion.

7. New Business

7.1 Appointments to the CCSL Project Funding Committee

Mr. Côté noted that there were three undergraduate students and one graduate student on the committee. He asked that the names of the student representatives be given to Jane Hackett before the next CCSL meeting.

7.2 Appointments to CCSL Awards Selection Committee

Mr. Côté noted that there were two undergraduate students, one graduate student, one staff representative and one faculty representative on the committee. Mr. Moran indicated he would be willing to be the staff representative. Mr. Côté asked the names of the remaining representatives be given to Jane Hackett as soon as possible.

7.3 Appointments to Off-Campus Housing and Job Bank CCSL Liaison Committee

Mr. Côté noted that he had been named as the CCSL representative for 2004-05. The Dean of Students has the responsibility for the representative from their area. However, as the CSU did not submit the name of the student representative at the April CCSL meeting, he asked that the name of the student be submitted to Jane Hackett as soon as possible.

7.4 Revisions to the criteria of Student Project Funding Allocation Committee

Mr. Côté drew Council's attention to the distributed document. The revisions were highlighted in bold. As Ms Drew was chair of that committee last year, he asked her to speak to the issue. Ms Drew briefly explained the changes to the following points:

3.2 FASA and ASFA were added as recognized umbrella groups

3.4 the word **consecutive** was added to ensure that groups understood that funding requests could only be considered for 3 consecutive years. If a group did not request funding for the 2nd or 3rd year, the understanding would be that they were now self-sufficient.

3.5. Projects in their first year usually received funds less than what they requested. With the "old formula" their requests for years 2 and 3 would always be higher than their **original allocation** for the 1st year. The intent was that these initiatives would eventually become self-sufficient. Therefore the funds allocated for each subsequent year would then be lower not higher. It made more sense for the funding formula for the 2nd and 3rd year to be based on their 1st year **allocation** rather than their request.

Mr. Côté asked that approval of these modifications be deferred to next CCSL in order to give Council time to review the revisions. Council was in agreement.

8. Next Meeting: November 5, 2004 Loyola Campus Ad 308 10am

10. Termination of Meeting

A motion to terminate was made by Mr. P. Schiefke and seconded by Mr. Janmohamed.

The motion was carried unanimously